



# **TRANSPORTATION ENHANCEMENT PROGRAM**

## **PROGRAM GUIDEBOOK: SUPPLEMENTAL INFORMATION FOR PROJECTS IN THE MAG REGION**

**ROUND 18 (2010)**

March 22, 2010



***If you have any questions about Transportation Enhancement funds, project eligibility or application requirements, contact:***



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## **ACRONYMS**

**ADA:** Americans with Disabilities Act

**ADOT:** Arizona Department of Transportation

**COG:** Council of Governments

**DCR:** Design Concept Report

**EPRG:** Maricopa Association of Governments (MAG) Enhancement Peer Review Group

**FHWA:** Federal Highway Administration

**ISTEA:** Intermodal Surface Transportation Efficiency Act

**MAG:** Maricopa Association of Governments

**MPO:** Metropolitan Planning Organization

**NEPA:** National Environmental Policy Act

**SAFETEA-LU:** Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users.

**TE:** Transportation Enhancement Funds

**TEA-21:** Transportation Equity Act for the 21<sup>st</sup> Century

**TERC:** ADOT Transportation Enhancement Review Committee

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## INTRODUCTION

### Transportation Enhancement Website

The Arizona Department of Transportation (ADOT) Transportation Enhancement and Scenic Roads Section has created a website that includes important information about the ADOT Transportation Enhancement (TE) Program. The website can help guide potential applicants (also referred to as “project sponsors”) through the application and project development process. The website is:

[http://www.azdot.gov/Highways/SWProjMgmt/enhancement\\_scenic/enhancement/index.asp](http://www.azdot.gov/Highways/SWProjMgmt/enhancement_scenic/enhancement/index.asp)

Information available on the website includes:

- Frequently asked questions about the TE Program.
- The ADOT TE Program Handbook, which explains the basics of the state transportation enhancement program. The TE Program Handbook provides specific guidance to applicants on several items, including: project policies and guidelines; cost estimates; operations, ownership and maintenance guidelines; project development; and cost overrun policies. **Applicants are strongly encouraged to begin by reading the ADOT TE Program Handbook for guidance on the TE Program.**
- Project application and evaluation criteria.
- Guidance on project development for successful applicants.

### What is the Purpose of This Guidebook?

This guidebook, created specifically for applicants in the Maricopa Association of Governments (MAG) region, does not duplicate the ADOT TE Handbook, but rather provides additional information specific to those in the MAG region. Many of the questions below refer to the ADOT TE Program Handbook.

## **What Are Enhancement Funds?**

The ADOT TE Program Handbook provides an excellent explanation of the opportunities that the TE Program provides. TE funds are a category of federal funding that come to the state from federal transportation legislation referred to as the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21). In August 2005, SafeTea-LU was signed by President Bush which continues the program through 2010. In general, a transportation enhancement goes beyond normal or customary transportation activities and funding, and has a direct relationship to the intermodal surface transportation system.

A transportation enhancement goes “above and beyond” normal or customary transportation activities and funding, and has a direct relationship to the intermodal surface transportation system.

## **How Do Applicants Start this Process?**

Before applying for a project, it's important to learn about federal and state rules for using federal aid funds. Congress deliberately left the details of how to manage TE programs to each state transportation department to help strengthen partnerships between state and regional agencies, and to increase the public's role in transportation planning. Although the Federal Highway Administration (FHWA), the agency responsible for interpreting TEA-21, has issued guidance on how states may implement TE, individual rules about the program are determined by each state. ADOT manages the TE process in Arizona and MAG works with ADOT to identify projects and incorporate public input into the process. MAG is a regional agency of Valley communities working together to ensure a better quality of life by developing regional policies and plans in areas such as transportation, air quality, land use, water quality, solid waste and human services.

Before applying for transportation enhancement funding, learn about rules by referring to the ADOT TE Program Handbook and this MAG Guidebook. Individual rules are determined by each state department of transportation.

## **How Much Money Is Expected to Be Available?**

For 2010, Round 18, it is expected that approximately \$8.0 million will be available for projects on local roadways and \$4.0 million for projects on state roadways. These funds will be distributed to projects in all areas of the State of Arizona. Projects located on local roadways are referred to as “local projects” and projects on state highways are referred to as “state projects.” Most projects in the MAG region are considered “local projects.” The ADOT TE Program Handbook provides specific information on how local and state projects are defined.

ROUND 18 (2010) TRANSPORTATION ENHANCEMENT FUNDS SCHEDULE FOR THE MAG REGION	
DAY AND TIME	EVENT
Monday, February 1, 2010 - 1:30 p.m.	MAG staff meets with the Enhancement Peer Review Group (EPRG)
Tuesday, March 2, 2010 - 9:00 a.m.	ADOT/ Transportation Enhancement Review Committee (TERC) meeting
Monday, March 22, 2010 - 9:00 a.m.- 10:30 a.m. in MAG Saguaro Room	Workshop at the Maricopa Association of Governments (MAG) office.
Friday, March 26, 2010	Applications available on ADOT Web site
Wednesday, April 21, 2010 - 10:00 a.m.	8 copies of completed enhancement funds application due to MAG. No late applications will be accepted. Electronic submissions (e-mails and facsimiles) will not be accepted.
Friday April 30, 2010 - 10:00 a.m.	EPRG members submit their comments/questions on each application electronically to MAG staff.
Tuesday May 4, 2010 - 9:00 a.m. MAG Cholla Room	Applicant Presentations to the MAG Enhancement Peer Review Group. No powerpoint presentations.
Friday, May 7, 2010	Applicants receive comments from EPRG and make changes to their application.
Wednesday, May 26, 2010 - 10:00 a.m.	Applicants re-submit <b>one revised project application</b> (with changes made from the EPRG comments) and <b>one PDF copy of the application on a CD</b> to MAG. <b>No late responses will be accepted. Electronic submissions (e-mails and facsimiles) will not be accepted.</b>
Wednesday, June 2, 2010 - 10:00 a.m.	EPRG members submit their ranking scores electronically to MAG staff.
Tuesday, June 8, 2010 - 9:00 a.m. MAG Agave Room	MAG EPRG <b>ranks applications</b> . MAG staff prepares information for approval by MAG committees.
June 9, 2010 - July 2, 2010	MAG staff conducts site visits and makes recommendations to improve applications. MAG distributes signature page for inclusion in final application.
Wednesday, July 14, 2010 - Noon	Ranked list of applications reviewed by MAG Management Committee for recommendation to the MAG Regional Council.
Wednesday, July 28, 2010 - 5:00 p.m.	MAG Regional Council reviews ranked list of applications and forwards the list to ADOT.
Wednesday, August 4, 2010 - 10:00 a.m.	20 copies of each Final Application are due to the MAG office. <b>No late applications will be accepted. Electronic submissions (e-mails and facsimiles) will not be accepted.</b>
August 13, 2010	Applications due to the Arizona Department of Transportation (ADOT) for review and evaluation by the Transportation Enhancement Review Committee (TERC). Submitted to ADOT by MAG staff.

ROUND 18 (2010) TRANSPORTATION ENHANCEMENT FUNDS SCHEDULE FOR THE MAG REGION	
DAY AND TIME	EVENT
Early October 2010	<b>Dates to be determined</b> for 3-day TERC meeting.
November, 2010	Approval of TERC recommendations by the State Transportation Board.

## ELIGIBILITY

### Does this Project Have a “Direct Relationship to the Intermodal Surface Transportation System”?

As explained in the ADOT TE Program Handbook, all projects must have a direct relationship to the intermodal surface transportation system to be eligible for TE funds. According to guidance from the FHWA dated June 17, 1999, all TE activities must relate to surface transportation. “Surface transportation means all elements of the intermodal transportation system, exclusive of aviation.” The completed project application must clearly explain this relationship. There are three primary criteria that are used to determine if a project is related to surface transportation: proximity, function, and impact.

Projects related based on **proximity** means that the use of TE funds is justified for a project because it is near an existing or planned surface transportation improvement. Projects can also be eligible for TE funds because of a **functional** relationship to an existing or planned transportation project. For example, providing landscaping and decorative painting along an existing highway is a part of the design and function of the highway. Projects may also be eligible for TE funds due to **impact**. For example, if a TE project reduces auto-related use or increases the use of public transit, bicycle or pedestrian travel modes, the project has an impact on the existing transportation system.

### What Types of Activities are Eligible?

Including elements that are not eligible for funding in an application may result in the disqualification of the entire application. Final determination of eligibility for individual work elements is determined as part of the project scoping process that follows project selection. Specific eligibility guidance is provided in the ADOT TE Handbook.

As explained in the ADOT TE Program Handbook, to qualify for funding, a project must fit into at least one of the 11 transportation enhancement activities identified in TEA-21. The ADOT TE Program Handbook also explains the items eligible for funding. Including elements that are not eligible for funding in an application may result in the disqualification of the entire application, although there are some situations where non-eligible elements can be included in a project. Applicants should check the ADOT TE Program Handbook for additional information.

Final determination of eligibility for individual work elements is determined as a part of the ADOT project scoping process that follows project selection.



## EVALUATION PROCESS

### Who Will Evaluate the TE Applications?

Once ADOT announces the availability of funding, typically in the spring of each year, citizens and jurisdictions are notified of the funding cycle and schedule. The funding cycle, schedule and evaluation process may vary in different areas of the state since ADOT works with MPOs and COGs to implement the TE Program.

**Project evaluation is a two stage process. MAG and ADOT both have committees that review and rank TE projects for funding. MAG reviews and ranks projects first, and then applications are forwarded to ADOT for additional review and possible funding.**

In the MAG region, projects are evaluated by two main groups: the MAG EPRG and the ADOT TERC. TE applications are first evaluated by the MAG EPRG, and then by the ADOT TERC. On April 28, 1993, the MAG Regional Council approved the formation of the MAG EPRG to evaluate and make recommendations to the Regional Council on transportation enhancement applications that would be submitted to ADOT. In establishing the Working Group, it was envisioned that committee members represent the eligible areas of transportation enhancement activities as defined in federal legislation. According to guidance given by the MAG Regional Council, the EPRG consists of members representing the arts, landscape architecture, historic preservation and archaeology interests, and representatives from the MAG Regional Bicycle Task Force, MAG Pedestrian Working Group and MAG Street Committee. All EPRG meetings are open to the public, and applicants are encouraged to attend these meetings.

Each year, the EPRG reviews and ranks all projects submitted for transportation enhancement funding in the region. After the projects are ranked, the top ranked applications equal to the amount of enhancement funds available for each year are forwarded to the Management Committee for recommendation, and then to the Regional Council for approval. After review, the Regional Council usually forwards the list to ADOT for further project review and selection.

An important role of the EPRG is to recommend changes to the applications from the MAG region to strengthen them for statewide competition. Since applying for TE funds is a very competitive process, improving the quality of applications helps to maximize funding for the MAG region. Members of the EPRG are familiar with the application and review process. The advice and support provided by the EPRG to guide projects through the evaluation and ranking process is important. Project sponsors are asked to explain to the EPRG how their applications will incorporate the recommended changes before the applications are ranked by the EPRG.

The EPRG serves to rank projects based on their merit and strength. Construction of transportation enhancement projects serves to benefit many residents in the MAG region, regardless of the jurisdictional boundary in which they live and work. While the majority of members on the EPRG work for MAG member agencies, members are accountable to the committees they represent on the EPRG, such as the Bicycle and Pedestrian Committee and the Street Committee, rather than the jurisdiction they work for. Members of the EPRG are strongly encouraged to obtain input from and report their results to the committees they represent. EPRG members help to ensure that the highest quality applications from the MAG region are submitted to ADOT for the consideration of additional funding.

**What's the Process Used by the MAG Enhancement Peer Review Group?**

To clarify the process for MAG member agencies and improve the fairness of the review process, the members of the EPRG approved a process for the review and ranking of TE applications. This guidance was originally adopted by the Enhancement Peer Review Group on March 22, 2002, and was revised on April 6, 2004 and on February 1, 2010.. The EPRG considers changes to the process based on an evaluation of the prior year. The approach includes the following elements:

- I. Each enhancement fund cycle, two to three meetings of the EPRG are scheduled to review and rank applications. The first meeting focuses on hearing presentations. Presentations will be given from information in the application. Applicants may be asked questions about their application and may be asked to make changes to their application based on the expertise of the EPRG. The second meeting provides for additional review of applications (if needed), discussion of issues or questions raised regarding applications at the first meeting, and ranking of applications. A third meeting is scheduled, if necessary, to allow additional opportunity for the ranking of applications.
- II. A list showing the order that applications will be reviewed at the EPRG meetings is provided on the EPRG meeting agenda. Providing the list allows applicants to make the best use of their time in attending EPRG meetings.
- III. The review of applications occurs as follows:
  - A. Brief introduction by MAG staff explaining how the application fits into the federal legislation.
  - B. Five minute presentation provided by the applicant.
  - C. Maximum public comment period of five minutes for each application, following the presentation provided by the applicant.
  - D. 10 minute question-and-answer period led by the EPRG co-chairs.
  - E. Applicants are required to revise their applications based upon comments raised by EPRG members prior to the next meeting. One print version of the application and one pdf version on CD need to be submitted to MAG staff. If revised applications are not submitted, applications will not be ranked.
- IV. Meetings of the Enhancement Peer Review Group provide two opportunities for public comment: during the "Call to the Audience" and on each action item. During the Call to the Audience, speakers have three minutes to provide comment on any non-agenda item that is within the jurisdiction of MAG, as well as any non-action agenda item. This opportunity is generally held at the beginning of the meeting prior to any other actions.

In addition, speakers are given three minutes to speak on any action item (three minutes per item). If a speaker does not believe he/she can adequately cover their concerns in the three-minute time frame, written comments are always accepted. The Chair has the discretion to extend or limit citizen comment periods. However, the discretion to limit public comment should be exercised cautiously and implemented only in cases in which the work of the body would be jeopardized by allowing citizen comment (i.e., if the committee is in imminent danger of losing a quorum).

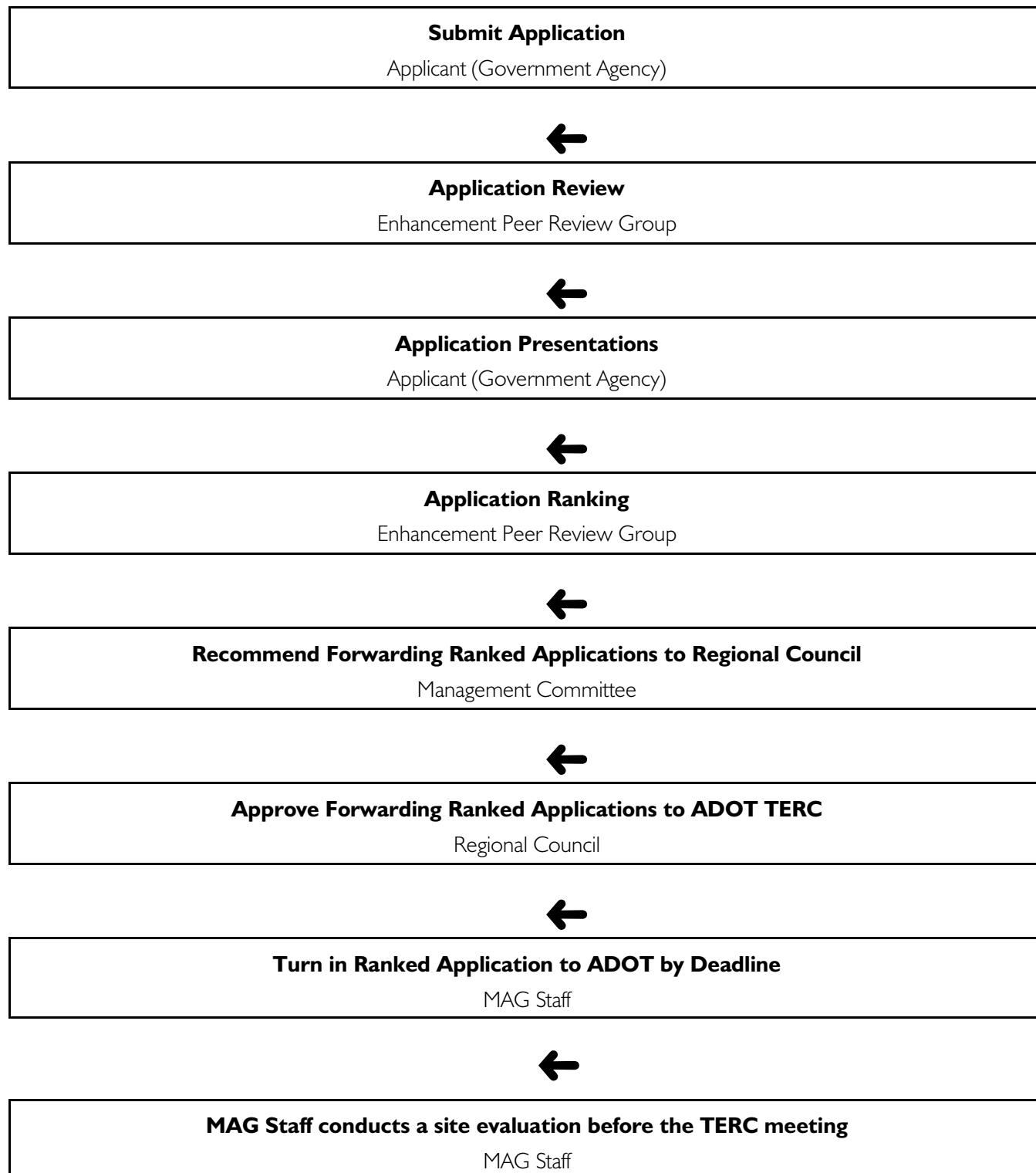
The Chair has the power to enforce the speaking rules, as outlined on the MAG comment cards, and to revoke speaking rights if any violation of the speaking rules occurs. The Chair may revoke an individual's rights to speak if the individual twice refuses to be silent after being directed to do so. (If an individual loses the right to speak, he/she may still present written comments.)

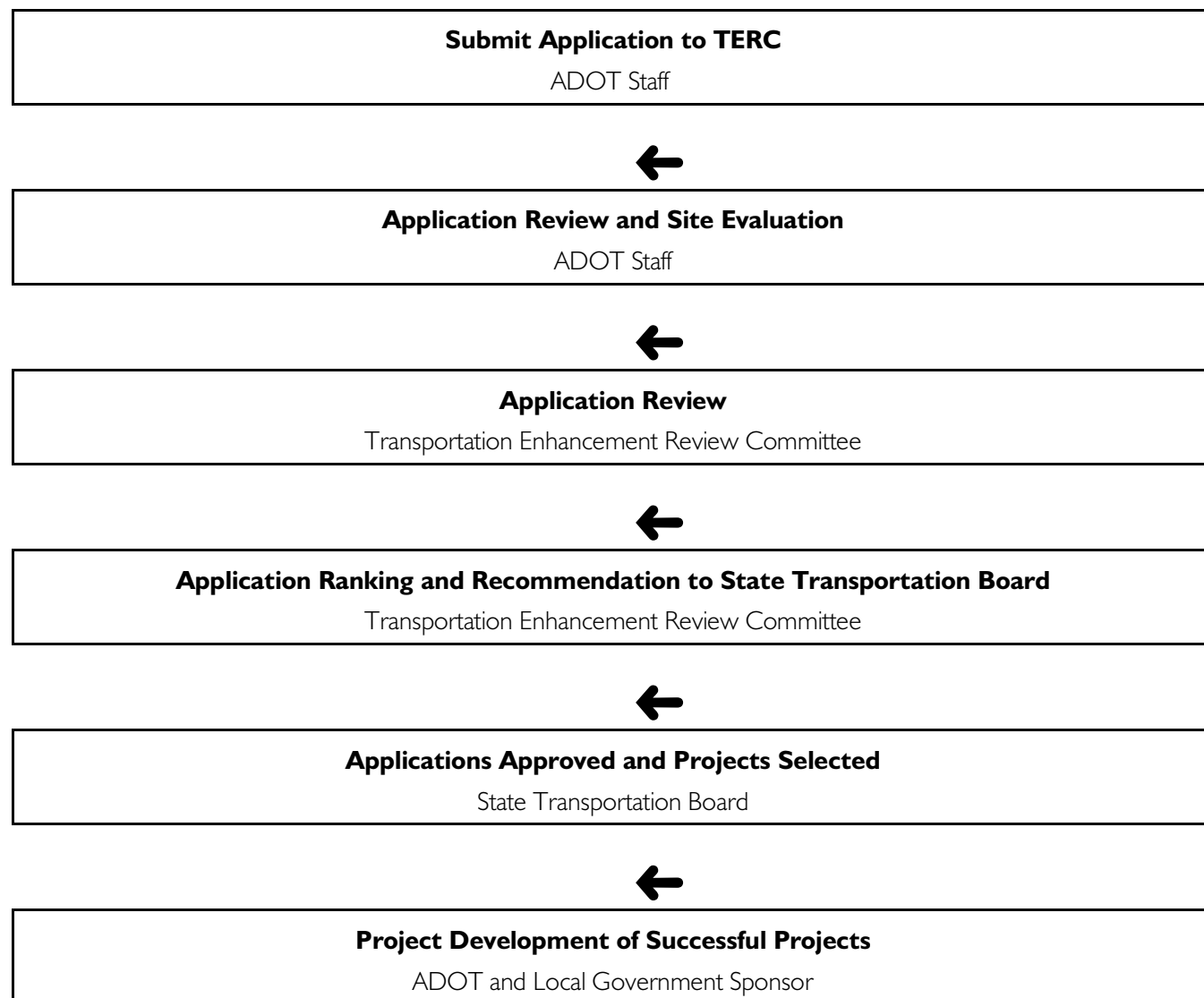
V. To rank applications:

- I. Committee members anonymously complete ballots provided by MAG staff.
- II. MAG staff compiles and calculates initial rankings.
- III. EPRG discusses initial ranking with no additional opportunity for public input.

VI. To address the issue of multiple applications submitted by one member agency, each member agency submitting more than one application is requested to indicate the priority ranking of the projects submitted.

The graphic below summarizes the MAG process for evaluating TE applications. Bold text indicates the key activity, and italicized text shows who is responsible for the activity.

**MAG Application Review and Recommendation Process**

**ADOT TERC Application Review and Recommendation Process****What is the Role of the ADOT Transportation Enhancement Review Committee?**

After the MAG Regional Council forwards the ranked list of applications to the ADOT TERC, the TERC evaluates all the enhancement fund applications which were submitted. The TERC reviews and recommends projects for both state and local TE activities for the entire state. **Prior to the TERC meeting, projects receive a site evaluation by ADOT TE staff.** The site visit reviews construction related issues, permit/design issues, utilities and signage, public need and construction costs. This information is considered by the TERC in evaluating and recommending projects for funding.

The TERC consists of members as explained in the ADOT TE Program Handbook. The ADOT TERC ranks the applications and recommends the top ranked projects for local transportation facilities and the top projects for state facilities, equivalent to the amount of funding available, to the State Transportation Board for approval. The State Transportation Board makes the final determination on projects eligible for TE funds. Successful applications approved by the State Transportation Board are then developed into completed projects. The graphic on the next page shows the evaluation process used by the TERC.

### **What Are the Selection Criteria Used to Evaluate TE Projects?**

Several criteria may improve the likelihood of project selection and funding, including demonstrating accurate costs, community support of the project, incorporating multiple transportation enhancement activities into one project, demonstrating project need, and setting a precedent or developing a new approach to an old problem.

Both the MAG EPRG and the ADOT TERC use evaluation criteria to help review and rank enhancement fund applications. The evaluation criteria is included on the ADOT TE website at: <http://www.azdot.gov/Highways/SWProjMgmt/enhancement>. Some of the general areas that will be considered by the EPRG and TERC in the evaluation of enhancement fund applications include community support, multiple enhancement fund project areas, cost effectiveness, project need, innovation, and economic development.

**Community support** can be demonstrated by petitions, letters, newspaper articles, or any other means. A demonstrated financial commitment is important. Another important factor is the number of project areas that are satisfied by the enhancement fund project. Projects that include **multiple TE activities** in a single project receive a higher ranking. For example, a bicycle or pedestrian path that includes an artist in its design would be ranked more favorable than a path that did not include public art. Restoration of a historic structure that would contribute to an economic development program, or the revitalization of a downtown might be ranked higher than restoration of a historic structure that had no relationship to other enhancement fund project areas.

Both the MAG EPRG and the ADOT TERC look at the **cost effectiveness** of each project. For example, the cost per linear foot of a bicycle path or pedestrian path is important. Another example is the cost per square foot of pathway materials and the visual quality of the project. **Project need** is also an important consideration. Applications should note if the project is a one-time opportunity, if there is a window of opportunity, the importance of the project to the well-being of the community, and who will benefit from the project. Projects that are **innovative** are typically ranked higher. Setting a precedent, serving as a model, and representing a new approach to an old problem is important to the evaluation of TE applications. Finally, projects that support the **economic development** of an area, or that will serve a large market area, are generally ranked higher than those that would serve a limited population or have no positive economic impact on a community.

## **APPLICATION AVAILABILITY AND DEADLINE**

### **Where Are Enhancement Fund Applications Available?**

An enhancement fund application is created and updated by ADOT each year. The application is available from MAG at the address listed on the inside cover of this guidebook. The application will also be available on the ADOT TE Program website at <http://www.azdot.gov/Highways/SWProjMgmt/enhancement>. Additional information is placed on the EPRG committee page on the MAG website as it becomes available. To access this website, go to <http://www.mag.maricopa.gov>. At the home page, click on “committees,” then click on “Enhancement Peer Review Group.” The application will be listed under the “resources” section.

All project proposals must be prepared in a similar manner using the form that ADOT provides.

All project proposals must be prepared in a similar manner using the form that ADOT provides. Project applications should be complete and answer all questions. Neither ADOT or MAG staff will review late applications. However, ADOT and MAG staff may ask for additional information or clarification before forwarding applications for review.

### **When are the Enhancement Fund Applications Due, and How Many Copies are Required?**

There are two rounds in the MAG review process. For the first review, 11 completed applications (one original and 10 copies) and supporting materials are due to MAG on **Wednesday, April 21, 2010 at 10:00 a.m.. No late applications will be accepted and electronic submissions (facsimiles or e-mails) will not be accepted.**

**For MAG the first review cycle, 8 completed applications are due to MAG by Wednesday, April 21, 2010 at 10:00 a.m.. Late applications are not accepted.**

Applicants will submit one print copy of their **REVISED APPLICATIONS** and one copy in pdf on a CD incorporating changes recommended by the EPRG by **Wednesday, May 26, 2010 at 10:00 a.m.** If the application is ranked high enough to submit to the TERC, twenty (20) copies will be submitted to MAG on Wednesday August 4, 2010 by 10:00 a.m. who will then submit the applications to ADOT.

The EPRG usually provides recommendations to applicants on changes to their application. EPRG members expect that applicants will change their applications before MAG staff submits them to the ADOT TERC for evaluation. **Applicants will submit one print copy of their REVISED APPLICATIONS and one copy in pdf on a CD incorporating changes recommended by the EPRG by Wednesday, May 26, 2010 at 10:00 a.m. If the application is ranked high enough to submit to the TERC, twenty (20) copies will be submitted to MAG on Wednesday August 4, 2010 by 10:00 a.m. who will then submit the applications to ADOT.**

## **THE APPLICATION**

Since applying for TE funds is a competitive process, it's important to learn about the process to improve the quality of an application as much as possible. Both the ADOT TE Program Handbook and the MAG Guidebook are provided to help increase understanding of the TE process in the MAG region. When preparing an application, conduct and document public meetings with area residents. Obtain letters of support from both local and statewide groups, elected officials, and advisory boards as appropriate for the project.

It may be appropriate to promote a project to garner public and political support when going through the various stages of the TE process. Attending meetings of the MAG EPRG shows applicants how applications are proceeding through the review and ranking process, and also help to identify problem areas in the application. Applicants should solicit the advice and support of the MAG EPRG to guide projects through the evaluation and ranking process. Applicants are strongly encouraged to use the guidance provided by MAG and ADOT, and are expected to change their applications to reflect input given by the EPRG.

A proposed project will be more successful with a broader level of support from professionals, elected officials and residents. Since the process is competitive, re-apply for funds if an application isn't successful the first time submitted. Projects are rarely accepted the first time through the entire statewide competition. However, if applicants are persistent, projects could eventually be recommended for funding. And, if there are any questions through this process, call the MAG or ADOT contact listed in this guidebook.

The application has been reformatted by the Transportation Enhancement Review Committee (TERC) to make the process more simple and efficient. Applicants are asked to follow all instructions on the application and to provide all pages in the order requested.

- I. Section A includes a list of required pages and optional pages for the application. The application is to be submitted in the order provided in Section A.
- II. Section B identifies the information that must be included in the local government resolution for local projects.
- III. Section C encourages applicants to research costs thoroughly. Under budget projects will be deemed non-constructable.
- IV. Section D provides notes and information for issues of historic significance, statewide applications, and the Federal Real Estate Uniform Act of 1970.
- V. Section E lists fifteen (15) specific project criteria that must be followed by applicants.
- VI. The Cost Estimate form includes additional instructions for local and state projects.
- VII. The Cost Estimate form clarifies that all applications **MUST** include Stage I -Scoping Costs and Stages II, III, and IV-Design Costs regardless of whether the application is for a state or local project.



## What Specific Information Is Required by the Application?

The application is available from the ADOT or MAG contacts listed on the inside of this guidebook. It's important that the application be completed as accurately and thoroughly as possible. The following suggestions are intended to assist applicants in answering the application questions.

Required Pages	
	<p>Section A of the application details the elements of a complete application, and the order to submit the pages. Applications are limited to 20 single-sided, 8 ½ " x 11" pages (including Appendix). No tabs or dividers, no clear plastic covers, no fold-out pages, no binding - STAPLE ONLY.</p> <p>REQUIRED PAGES:</p> <ul style="list-style-type: none"> <li>• Cover Page (include sponsor name, project name, Round #, photo)</li> <li>• Application form (fill in every box and answer every question)</li> <li>• Cost Estimate Sections (4 pages but counts as ONE page). Cost must include scoping, environmental and design.</li> <li>• Local Govt. Resolution (for local government projects only) - must be signed and not counted as a page</li> <li>• State Project must have the signature and support of the ADOT District Engineer and include the local contact information. If the cost of the project exceeds the federal cap, the local sponsor must attach a Resolution to indicate match responsibility.</li> </ul>
	<p>Local Government Resolution (for local projects only) - <b>A local government Council Resolution expressing support for the project is required.</b> The resolution does not count as a page toward the maximum allotted 20-pages within the application. The resolution must include the following:</p> <ul style="list-style-type: none"> <li>▶ Commitment to 5.7% match and any overmatch;</li> <li>▶ Commitment to funding project scoping document, environmental, right-of-way and utility clearances and design, if applicable</li> <li>▶ Commitment that the project will be ready for advertisement in three years;</li> <li>▶ Commitment to pay for all cost overruns; and</li> <li>▶ Commitment to reimburse ADOT/FHWA for all federal funds used, if the project is cancelled by the project sponsor.</li> <li>▶ Commitment to ADOT review fee.</li> <li>▶ Commitment to JPA maintenance agreement.</li> </ul>

	<p>Vicinity and project area maps - <b>The appendix requires a map of the project area. Be sure the map is clearly marked with street names and the project boundaries are delineated.</b> Show the adjacent land uses near the project. If the application is for a bicycle or pedestrian project, show nearby destinations and other nearby paths that link to the proposed project. Place a scale on the project map and indicate which direction is north.</p>
	<ul style="list-style-type: none"> <li>Letter of support - <b>A total of five support letters are permitted</b>, and could include letters of support from property owners, elected officials, community groups, neighborhood associations, etc. The letter of support from the city/town/county manager should be addressed to the Chair of the ADOT Transportation Enhancement Review Committee. Note that the letters should not actually be mailed to this address, but should be enclosed in the appendix of the completed application.</li> </ul> <p style="text-align: center;">Felipe Andres Zubia Chair, ADOT Transportation Enhancement Review Committee 205 S. 17<sup>th</sup> Avenue, MD 609E Phoenix, AZ 85007</p> <ul style="list-style-type: none"> <li>All letters of support should be included in the application. Do not have letters of support mailed, separate from the application, to MAG or ADOT staff.</li> </ul>

Optional Pages	
	<ul style="list-style-type: none"> <li>• Site plan, and/or profile</li> <li>• Before and after photos (RECOMMENDED). Be sure that the photos demonstrate the need for the project. Clearly label the photos and describe them for reviewers who may not be familiar with the project area. All photos should have captions. A maximum of six (6) photos may be submitted and they should all fit on no more than three (3) pages total. Photos that are in the application should be a minimum of 3" x 5" and a maximum of 4" x 6."</li> <li>• Artistic Renderings</li> <li>• Newspaper Articles</li> <li>• Other</li> </ul>
<b>QUESTION</b>	TOPICS THAT SHOULD BE ADDRESSED IN THE RESPONSE
Questions 1-18	
1-6	Standard Applicant Questions.
7-8	The contact person should be from the sponsoring agency. Key questions will be addressed to this person, and this person will be kept informed of the project status as it progresses through the review process. MAG staff sends facsimiles to the primary contact person at key points in the review and ranking process. Additional boxes are provided for an alternate contact person.
9	List the eligible transportation enhancement activity.
10	List the requested amount of federal funds needed for the project.
11	List the total cost of the project (federal plus match).
12	Be sure to list the primary category that should be used to evaluate the project. Also list any other categories that apply to the project.
13	<p>The general project description should describe the key features of the project and briefly justify its need or importance to the community. Key elements to include are:</p> <ul style="list-style-type: none"> <li>• If this is a bicycle or pedestrian project, include the linear feet and width of the project. For example, is a proposed pathway 12 feet wide?</li> <li>• If this is a historic resource, describe the resource, its importance and size, and the number of acres.</li> <li>• Also be sure to add any additional definitive features of the project. Such information would pertain to project concept, length, number of acres, etc. The response should be concise, and limited to 200 words or less.</li> </ul>

14	<ul style="list-style-type: none"> <li>• Be sure to include a legible, reproducible map which includes the location of the project in the appendix. The map should show the surrounding land uses and how the overall project integrates with the community.</li> <li>• Clearly identify all project area property owners in I 4D.</li> </ul>
15	ADOT will not maintain TE projects and leaves all maintenance and operations activities associated with constructed projects to local jurisdictions. TE funds cannot be used for maintenance or operating activities. Future or on-going use of the site must be accessible to the public.
16	If you anticipate requesting to self-bid and to self-administer the TE project please refer to the March 2008 TE Program Handbook for clarification.
17	Is this project in a historic district, or eligible for listing on the National Historic Register? Explain how the project implements any adopted or proposed general, specific, transportation, air quality, bicycle or pedestrian plans, or any other plans (such as economic development, parks and recreation, etc).
18	Describe community support for the project. Include letters of support, newspaper articles, or petitions. Show how the community was involved in the planning of the project, or will be involved in the planning and design of the project. Also, please note whether the project was identified within any ongoing or adopted community plans.
19	<p>There are three parts to this question:</p> <ul style="list-style-type: none"> <li>• Describe why the project is an enhancement and how it relates to the transportation infrastructure of the community, region and/or state. Refer to the evaluation criteria used by the ADOT TERC in this document, and address the criteria in the response.</li> <li>• Describe how this project will benefit the community and improve existing conditions.</li> <li>• Why should this project be funded? This statement requests a summary of the main benefits of the proposed project. When developing a response, refer to the evaluation criteria for the specific category (bicycle and pedestrian project, historic project, etc.).</li> </ul>
20	Local projects must be signed by a city/town manager or tribal administrator. State Projects must be signed by a District Engineer.
21	This section will be signed by MAG staff if your application is forwarded to the ADOT TERC.

Cost Estimate	
	<p>This section details the estimated project costs by item, and provides for a summary of federal and local costs. In past years, this section was incorporated into an appendix. Now the cost estimate is to be included between the application form and the local government resolution. Please refer to the instructions provided at the beginning of the ADOT Round 18 Estimate page.</p> <p>This section is very important, and gives the MAG EPRG and ADOT TERC an idea of the project costs. <b>Remember to consult the ADOT TE Program Handbook to determine if a project element is eligible.</b> If the project includes activities that are not eligible for enhancement funds, make sure that the budget shows that they will be funded with monies <b>other than</b> enhancement funds or matching dollars. Any enhancement eligible activity must be matched with sponsor dollars.</p> <p>If the application includes activities funded through additional funds (sponsor funds or funds from other sources, including other federal funds listed in the MAG Transportation Improvement Program or local capital improvement program), list them here. Do not include activities ineligible for enhancement funds in the enhancement funds budget. For example, if \$450,000 in enhancement funds are requested for a multi-use path, the path and associated improvements, such as landscaping or drinking fountains, would be listed as project costs. If the path is part of a larger street project that includes filling in pot holes in the adjacent roadway and roadway lighting, then those costs would be listed as being funded with other sources.</p> <p>It is advisable to have an engineer familiar with designing and constructing federally-funded transportation projects assist with the cost estimate. List the total cost of the project, and the federal funds (TE) requested for the project. Remember that local projects are limited to \$750,000 in TE funds and state projects are limited to \$1.0 million in TE funds.</p> <p>Please note that the spreadsheet in the application is provided for the convenience of MAG, and that the applicant is solely responsible for verifying all project costs and their accuracy. Any construction cost overruns will be the sole responsibility of the applicant.</p>

## **Who Will Notify Me If My Application Is Successful?**

MAG staff will notify applicants of the status of their applications during the review process. Applicants will be notified of meetings of the MAG EPRG and the recommended ranking of projects when the EPRG submits its recommendation to the MAG Management Committee. MAG staff will send written correspondence to applicants, via e-mail, if the application is forwarded to the ADOT TERC. Please note that **notification of a recommendation by MAG does not assure that the application will be approved for funding by the TERC or the State Transportation Board. Work on the proposed project based on notification by MAG will not be eligible for enhancement funds.**

Following the TERC meeting, MAG staff will notify all applicants of the TERC's recommendations to the State Transportation Board. The decision of the State Transportation Board determines funding for TE projects. ADOT staff will notify all successful enhancement fund applicants following action of the State Transportation Board. **Upon receipt of notification of a successful application, applicants and their sponsors should not initiate work on the project without written approval from ADOT.** Successful applicants must follow a project development process prescribed and managed by ADOT.

## **SUCCESSFUL APPLICATIONS**

### **What Happens Once A Project is Selected For Funding?**

The ADOT TE Program Handbook explains what happens if a project is recommended for funding by the ADOT TERC and approved for funding by the State Transportation Board. Please visit the ADOT TE Program website at <http://www.azdot.gov/Highways/SWProjMgmt/enhancement> for additional information.